



2019 WINTER LIGHTS FESTIVAL BENEFICIARY APPLICATION

The City of Gaithersburg Winter Lights Festival provides a holiday experience that creates joyful memories and positive family traditions. Each year, a portion of the proceeds from this popular drive-through festival is donated to designated 501(c)(3) nonprofit and not-for-profit organizations that serve the Gaithersburg community.

Three to six organizations are selected to benefit from the Winter Lights Festival. Past beneficiaries have received award amounts ranging from \$500 to \$3,000 each.

SELECTION CRITERIA:

Organizations selected as Winter Lights Beneficiaries must:

- Be a designated 501(c)(3) nonprofit
- Provide support and/or services to people within the Gaithersburg community

HOW TO APPLY

The application must be received or postmarked by Friday, October 11, 2019. Selected beneficiaries will be notified in early November. **Incomplete applications will not be considered.**

Any 501(c)(3) nonprofit organization operating within the Gaithersburg community is eligible to apply, with the exception of those organizations currently receiving City of Gaithersburg funds in Fiscal Year 2020 through the Community Services Grant and School-Based Nonprofit Youth Grant programs.

To be considered, you must submit the following with proper signatures and all attachments:

- **3 copies** of the completed application (1 being the original)
- 1 copy of 501(c)(3) designation (tax ID certificate or other acceptable documentation)
- 1 copy of your organization's most recently completed financial report with the names and titles of your Board of Directors (either an audited financial statement, a 990 or another financial report acceptable to the City).
- Samples of your most current PR materials

Please mail or drop off submissions to:
Winter Lights Beneficiary Program
Attn. Carolyn Crosby
506 S. Frederick Avenue
Gaithersburg, MD 20877

For additional information, please e-mail Carolyn at carolyn.crosby@gaitthersburgmd.gov, or call 240.805.1508.

APPLICANT INFORMATION: (PLEASE TYPE OR PRINT)

Name of Organization: _____

Office Address: _____

Contact Name(s): _____

Phone Numbers: (work) _____ (cell) _____

E-mail Address: _____ Website: _____

Date Application Submitted: _____

QUESTIONS: (USE REVERSE SIDE OF APPLICATION OR ATTACHMENTS IF MORE ROOM IS NEEDED)

1. Please provide a brief description and history of your organization and what support and/or services you offer to people residing in Gaithersburg. Include your organization's Mission Statement. (500 words or less / 25 points)

2. Briefly describe your service record over the past two years. Please include information about the number of Gaithersburg individuals or families served each year, successful projects and/or programs and how they benefited people in the Gaithersburg community, funding sources, and related information. (500 words or less / 30 points)

3. If selected, how will your organization use the Winter Lights beneficiary funds? Please list specific project/s, program/s or initiative/s that benefit residents of Gaithersburg. (30 points)

4. If selected, how will your organization help promote the Gaithersburg Winter Lights Festival? (15 points)

I attest that all information provided as part of this application is true and correct to the best of my knowledge.

Applicant's Signature

Date

Applicant's Printed Name and Title